

2 October 1974

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDA, DDI, DDO, DDS&T

SUBJECT : Education for Public Management Program, 1975-76

1. The attached pamphlet announces the Education for Public Management Program for the 1975-76 academic year. Nominations are due at the Civil Service Commission by 7 January 1975.

2. This program is designed to serve the needs of individuals who have been carefully identified as having potential to assume increasing responsibilities in the overall direction of programs and policies. Nominees should have a minimum of five years' civilian service and should be in the GS-12 to GS-14 range. Nominations will also be considered for outstanding GS-11's and GS-15's who might profit from a university study experience. (See pg. 2 - "Eligibility".) Please refer to the pamphlet "Education for Public Management," U. S. Civil Service Commission, October 1973, for outlines of the individual programs offered by the participating universities.

3. Nominations should be forwarded to the Executive Secretary, Training Selection Board, no later than 29 November 1974. Please submit an original and eight copies of the nomination form and official transcripts. (Note that transcripts must be official documents bearing the raised seal of the institution.) An up-to-date biographic profile and the most recent fitness report should be submitted in six copies only.

4. There are several items on the nomination form to which I wish to call your attention:

Section A--Approvals:

Item 3 (Training Officer Name and Title):
and

Item 4 (Approving Official Name and Title):

Alfonso Rodriguez
Director of Training
Central Intelligence Agency
Washington, D.C. 20505
Tel: 202-351-3245

Section B--Nomination Information:

Position Title and Grade: In identifying this, remember that if your nominee is selected, the title you indicate will be used by the CSC in press releases, etc.

Agency Mailing Address: Central Intelligence Agency
Washington, D.C. 20505


Section C--Nomination Statement:

Item 9 (Billing Instructions): Registrar, Office of Training
Central Intelligence Agency
Washington, D.C. 20505
Tel: 202-351-2193

5. You are reminded that employees selected for this program must attend on a completely overt basis. Please coordinate nominations with Cover and Commercial Staff, if applicable.

6. If you have any questions, please call me on extension 2193.

STATINTL


Executive Secretary
Training Selection Board

Atts

cc: D/EEO w/Atts
CCS w/Atts